

JOB ANNOUNCEMENT

POSITION: Library Assistant I
HIRING RANGE: 32 - 36 / \$11.19 - \$12.47
LOCATION: State Law Library, Matheson Courthouse, SLC
TYPE OF POSITION: Part Time without Benefits
CLOSING DATE: Sept. 6, 2005 at 5:00 PM
APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
PO Box 140241
Salt Lake City, UT 84114-0241
(801) 578-3890 (phone)
(801) 238-7814 (fax)

DUTIES: Under the general supervision of the State Law Librarian, performs general public and technical services for the State Law Library. Typical duties include but are not limited to:

- **Accounting and Bookkeeping:** Sells copy cards; generates receipts for copy and copy card revenue; makes change for library users; prepares warrant requests for books and library supplies; reconciles monthly financial reports.
- **Circulation:** Uses library's automated circulation system to check out materials to eligible borrowers within the guidelines of the circulation policy.
- **Document Delivery:** Fills copy and fax requests for library materials following established guidelines
- **Equipment Maintenance:** Performs minor computer, photocopy and microform equipment maintenance and repair by cleaning, troubleshooting, changing toner, clearing paper jams, filling paper trays and issuing refunds in the event of equipment malfunctions.
- **Filing:** Updates library materials by filing looseleaf services, pocket parts and advance sheets in a timely and accurate manner. Notifies supervisor of any subscription problems or missing pages in a timely manner.
- **Reference:** Provides reference assistance to library users by responding to in-person and telephone inquiries about library hours, location, policies and services, directing patrons to specific library collections, helping patrons locate and retrieve state and federal statutory and case law through use of digests, citators, tables and indexes, helping patrons use electronic resources, including legal information websites and commercial databases.
- **Stack Maintenance:** Shelves library materials and notifies supervisor when shifting is necessary.
- **Other Duties as Assigned:** Other duties may include shifting, binding, and weeding library collection.

REQUIRED QUALIFICATIONS: Graduation from high school or equivalent and two years of post high school education. One year of library experience preferred. Additional library experience may be substituted for the education requirement on a year for year basis.

Must have knowledge of elementary librarianship, basic accounting experience, understanding of library reference and technical functions. Ability to work accurately and efficiently, and to cooperate with others. Ability to speak and write clearly. Good customer skills. Ability to apply principles and techniques of the work described. Strong computer skills and experience with word processing, spreadsheet and accounting software, keyboarding skills of 40 wpm.

APPLICATION PROCEDURE: Applications must be accompanied by a resume. Applications may be obtained from the Department of Workforce Service, from our website at www.utcourts.gov or from the Administrative of the Courts.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.